

PHA Plans

Streamlined Annual Version

**U.S. Department of Housing and
Urban Development**
Office of Public and Indian
Housing

OMB No. 2577-0226
(exp. 08/31/2009)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined Annual PHA Plan for Fiscal Year: 2008

PHA Name: Housing Authority of the Borough of Highlands

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.

Streamlined Annual PHA Plan Agency Identification

PHA Name: Highlands Housing Authority

PHA Number: NJ041

PHA Fiscal Year Beginning: 07/2008

PHA Programs Administered:

☒ **Public Housing and Section 8**

Number of public housing units:

Number of S8 units:

☐ **Section 8 Only**

Number of S8 units:

☐ **Public Housing Only**

Number of public housing units:

☐ **PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

PHA Plan Contact Information:

Name: Douglas G. Dzema

TDD: Executive Director

Phone: 732-826-3110, ext 610

Email (if available):

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)

☒ PHA's main administrative office ☐ PHA's development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection. ☒ Yes ☐ No.

If yes, select all that apply:

☒ Main administrative office of the PHA

☐ PHA development management offices

☐ Main administrative office of the local, county or State government

☐ Public library ☐ PHA website ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

☒ Main business office of the PHA ☐ PHA development management offices

☐ Other (list below)

Streamlined Annual PHA Plan
Fiscal Year 2008
[24 CFR Part 903.12(c)]

Table of Contents
[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

A. PHA PLAN COMPONENTS

- ☐ 1. Site-Based Waiting List Policies
903.7(b)(2) Policies on Eligibility, Selection, and Admissions
- ☒ 2. Capital Improvement Needs
903.7(g) Statement of Capital Improvements Needed
- ☐ 3. Section 8(y) Homeownership
903.7(k)(1)(i) Statement of Homeownership Programs
- ☐ 4. Project-Based Voucher Programs
- ☒ 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
- ☒ 6. Supporting Documents Available for Review
- ☒ 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Reports
- ☒ 8. Capital Fund Program 5-Year Action Plan
- ☒ 9. Report on Comments Received During the Advisory Process

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

Form HUD-50070, Certification for a Drug-Free Workplace;

Form HUD-50071, Certification of Payments to Influence Federal Transactions; and

Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.

1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)

[24 CFR Part 903.12(c), 903.7(b)(2)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time?
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?
4. ☐ Yes ☐ No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

B. Site-Based Waiting Lists – Coming Year

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to next component.

1. How many site-based waiting lists will the PHA operate in the coming year?
2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
☐ All PHA development management offices
☐ Management offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☐ Other (list below)

2. Capital Improvement Needs

[24 CFR Part 903.12 (c), 903.7 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Capital Fund Program

1. ☒ Yes ☐ No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2. ☒ Yes ☐ No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

1. ☐ Yes ☒ No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).
2. Status of HOPE VI revitalization grant(s):

HOPE VI Revitalization Grant Status
a. Development Name:
b. Development Number:
c. Status of Grant: <input type="checkbox"/> Revitalization Plan under development <input type="checkbox"/> Revitalization Plan submitted, pending approval <input type="checkbox"/> Revitalization Plan approved <input type="checkbox"/> Activities pursuant to an approved Revitalization Plan underway

3. ☐ Yes ☒ No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name(s) below:
4. ☐ Yes ☒ No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:
5. ☐ Yes ☒ No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program
(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

2. Program Description:

a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the Section 8 homeownership option?

If the answer to the question above was yes, what is the maximum number of participants this fiscal year?

b. PHA-established eligibility criteria

- ☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria:

c. What actions will the PHA undertake to implement the program this year (list)?

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- ☐ Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- ☐ Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- ☐ Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- ☐ Demonstrating that it has other relevant experience (list experience below):

4. Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

☐ Yes ☒ No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If the answer is "no," go to the next component. If yes, answer the following questions.

1. ☐ Yes ☐ No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:
 - ☐ low utilization rate for vouchers due to lack of suitable rental units
 - ☐ access to neighborhoods outside of high poverty areas
 - ☐ other (describe below):
2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: (provide name here)

County of Monmouth

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families on its waiting lists on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- ☐ Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

6. Supporting Documents Available for Review for Streamlined Annual PHA Plans

PHAs are to indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
X	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
n/a	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
n/a	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
n/a	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
n/a	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
n/a	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
n/a	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
n/a	Section 8 informal review and hearing procedures. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
n/a	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
n/a	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
n/a	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
n/a	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
n/a	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
n/a	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
n/a	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
n/a	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
n/a	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
n/a	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
n/a	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
n/a	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
n/a	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
n/a	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

7. Capital Fund Program Annual Statement/Performance and Evaluation Reports

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the Borough of Highlands			Grant Type and Number Capital Fund Program Grant No: NJ39-P041-50108 Replacement Housing Factor Grant No:		Federal FY of Grant: 2008
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	5,757			
3	1408 Management Improvements	1,000			
4	1410 Administration	16,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	7,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	1,500			
10	1460 Dwelling Structures	82,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	2,500			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service	44,243			
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	160,000			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

7. Capital Fund Program Annual Statement/Performance and Evaluation Reports

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Housing Authority of the Borough of Highlands		Grant Type and Number Capital Fund Program Grant No:NJ39-P041-50108 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008		
Development Number Name/HA- Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NJ 41-1	Security Camera System	1460		5,000				
Jennie Parker	Site Improvements	1450		1,500				
Manor	Replace Handrails	1460		5,000				
	Hallway Improvements	1460		10,000				
NJ 42-2	A/E Services for	1430		7,000				
Ptak Towers	Elevators							
	Renovate Elevators	1460		55,000				
	Replace A/C Condenser	1460		7,000				
PHA-Wide	Operations	1406		5,757				
	Computer Software	1408		1,000				
	Administration	1410		16,000				
	Computer Hardware	1475		1,000				
	Refrigerators and Stoves	1475		1,500				
	Debt Service	1501		44,243				

7. Capital Fund Program Annual Statement/Performance and Evaluation Reports

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: Housing Authority of the Borough of Highlands		Grant Type and Number Capital Fund Program No: NJ39-P041-50108 Replacement Housing Factor No:					Federal FY of Grant: 2008
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NJ 41-1	9/30/2010			9/30/2011			
Jennie Parker Manor							
PHA-Wide	9/30/2010			9/30/2011			

7. Capital Fund Program Annual Statement/Performance and Evaluation Reports

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the Borough of Highlands			Grant Type and Number Capital Fund Program Grant No: NJ39-P041-50107 Replacement Housing Factor Grant No:		Federal FY of Grant: 2007
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2007 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	5,152	5,152	0	0
3	1408 Management Improvements	1,000	1,000	0	0
4	1410 Administration	14,500	14,500	0	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	15,000	15,000	0	0
8	1440 Site Acquisition				
9	1450 Site Improvement	0	6,160	0	0
10	1460 Dwelling Structures	0	61,040	0	0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	2,500	2,500	0	0
14	1485 Demolition				
15	1490 Replacement Reserve	62,000	0	0	0
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service	44,848	44,848	0	0
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	145,000	150,200	0	0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

7. Capital Fund Program Annual Statement/Performance and Evaluation Reports

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Housing Authority of the Borough of Highlands		Grant Type and Number Capital Fund Program Grant No: NJ39-P041-50107 Replacement Housing Factor Grant No:				Federal FY of Grant: 2007		
Development Number Name/HA- Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide	Operations	1406		5,152	5,152	0	0	
	Computer Software	1408		1,000	1,000	0	0	
	Administration	1410		14,500	14,500	0	0	
	Computer Hardware	1475		1,000	1,000	0	0	
	Refrigerators and Stoves	1475		1,500	1,500	0	0	
	Debt Service	1501		44,848	44,848	0	0	
NJ 41-1	Engineering Services for	1430		15,000	15,000	0	0	
Jennie Parker	Boiler Replacement							
Manor	Replace Boilers	1460	2	62,000	61,040	0	0	
NJ 41-2	Re-pave main parking	1450		0	6,160	0	0	
Ptak Towers	lot							

7. Capital Fund Program Annual Statement/Performance and Evaluation Reports

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: Housing Authority of the Borough of Highlands		Grant Type and Number Capital Fund Program No: NJ39-P041-50107 Replacement Housing Factor No:					Federal FY of Grant: 2007
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-Wide	9/12/2009			9/12/2011			
NJ 41-1	9/12/2009			9/12/2011			
Jennie Parker Manor							
NJ 41-2	9/12/2009			9/12/2011			
Ptak Towers							

7. Capital Fund Program Annual Statement/Performance and Evaluation Reports

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of the Borough of Highlands		Grant Type and Number Capital Fund Program Grant No: NJ39-P041-50106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2006 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Revision # 1	Revision # 2	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	5,000	5,000	5,000	5,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	42,260	38,234	38,234	29,834
8	1440 Site Acquisition				
9	1450 Site Improvement	24,969	30,609	30,609	0
10	1460 Dwelling Structures	14,223.05	12,609.05	3,363	1,900
11	1465.1 Dwelling Equipment—Nonexpendable	28,690	28,690	28,690	28,690
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	690	690	690	0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service	45,407.95	45,407.95	45,407.95	45,407.95
	Amount of Annual Grant: (sum of lines.....)	161,240	161,240	151,993.95	110,831.95
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security--Soft Costs				
	Amount of Line XX related to Security-- Hard Costs	14,223.05	14,223.05	3,363	1,900
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service	45,407.95	45,407.95	45,407.95	45,407.95

7. Capital Fund Program Annual Statement/Performance and Evaluation Reports

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages									
PHA Name: Housing Authority of the Borough of Highlands		Grant Type and Number Capital Fund Program Grant No: NJ39-P041050106 Replacement Housing Factor Grant No:					Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Revision # 1	Revision # 2	Obligated	Expended	
HA-Wide	HA Operations		1406		0	0	-	-	
	Upgrade Computer Software		1408		0	0	-	-	
	Program Administration		1410		5,000	5,000	5,000	5,000	
	Architectural & Engineering Services		1430		0	0	-	-	
	CFP Consultant		1430		0	0	-	-	
	A/E Services for Ptak Towers Retaining Wall		1430		24,310	20,284	20,284	20,284	
	Construction Management Services		1430		10,000	10,000	10,000	9,550	
	Physical Needs Assessment & Energy Audit		1430		7,950	7,950	7,950	0	
	Site Improvements		1450		0	0	-	-	
	Security Upgrades		1460		14,223.05	3,663	3,663	1,900	
	Replace Refrigerators and Stoves		1465.1		28,690	28,690	28,690	28,690	
	Upgrade Computer Hardware		1475		690	690	690	0	
	Debt Service for NJHMFA Series 2004 Bonds		1501		45,407.95	45,407.95	45,407.95	45,407.95	
NJ41-1	Upgrade Laundry Room		1460		0	0	-	-	
Jennie Parker Manor									
NJ41-2	Retaining Wall and Site Improvements		1450		24,969	30,609	30,609	0	
Ptak Towers	Solve Building Ventilation Problem		1460		0		-	-	

7. Capital Fund Program Annual Statement/Performance and Evaluation Reports

Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part III: Implementation Schedule							
PHA Name: Housing Authority of the Borough of Highlands			Grant Type and Number Capital Fund Program No: NJ39-P041050106 Replacement Housing Factor No:			Federal FY of Grant: 2006	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide	9/30/2008	7/17/2008		6/30/2010	7/17/2010		
NJ41-1, Jennie Parker Manor	9/30/2008	7/17/2008		6/30/2010	7/17/2010		
NJ41-2, Ptak Towers	9/30/2008	7/17/2008		6/30/2010	7/17/2010		

7. Capital Fund Program Annual Statement/Performance and Evaluation Reports

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of the Borough of Highlands		Grant Type and Number Capital Fund Program Grant No: NJ39-P041-50105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2007 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Revision # 1	Revision # 2	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	2,500	2,500	2,500	2,500
	Management Improvements Hard Costs				
4	1410 Administration	10,000	10,000	10,000	10,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	17,000	17,575	17,575	17,575
8	1440 Site Acquisition				
9	1450 Site Improvement	81,577.23	81,002.23	81,002.23	14,735
10	1460 Dwelling Structures	3,956	3,956	3,956	3,956
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	0	-	-	-
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service	45,931.77	45,931.77	45,931.77	45,931.77
	Amount of Annual Grant: (sum of lines.....)	160,965	160,965	160,965	94,697.77
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security --Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service	45,931.77	45,931.77	45,931.77	45,931.77

7. Capital Fund Program Annual Statement/Performance and Evaluation Reports

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages									
PHA Name: Housing Authority of the Borough of Highlands			Grant Type and Number Capital Fund Program Grant No: NJ39-P041050105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Revision # 1	Revision # 2	Obligated	Expended	
HA-Wide	Upgrade Computer Software		1408		0	-	-	-	
	Commissioner & Staff training		1408		2,500	2,500	2,500	1,250	
	Program Administration		1410		10,000	10,000	10,000	10,000	
	Architectural /Engineering & Consultant Services		1430		17,000	17,575	17,575	17,575	
	Site Improvements		1450		0	-	-	-	
	Upgrade Computer Hardware		1475		0	-	-	-	
	Debt Service for NJHMFA Series 2004 Bonds		1501		45,931.77	45,931.77	45,931.77	45,931.77	
NJ41-1	Floor Repair and Replacement		1460		3,956	3,956	3,956	0	
Jennie Parker Manor									
NJ41-2	Retaining Wall and Site Improvements		1450		81,577.23	81,202.23	81,202.23	14,735	
Ptak Towers									

7. Capital Fund Program Annual Statement/Performance and Evaluation Reports

Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part III: Implementation Schedule							
PHA Name: Housing Authority of the Borough of Highlands			Grant Type and Number Capital Fund Program No: NJ39-P041050105 Replacement Housing Factor No:			Federal FY of Grant: 2005	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide	6/30/2007	7/17/2008	12/31/2006	6/30/2009	8/17/2009		
NJ41-1, Jennie Parker Manor	6/30/2007	7/17/2008	12/31/2006	6/30/2009	8/17/2009		
NJ41-2, Ptak Towers	6/30/2007	7/17/2008	12/31/2006	6/30/2009	8/17/2009		

7. Capital Fund Program Annual Statement/Performance and Evaluation Reports

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of the Borough of Highlands		Grant Type and Number Capital Fund Program Grant No: NJ39-P041-50104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2007 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Revision # 1	Revision # 2	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	2,500	2,500	2,500	2,500
	Management Improvements Hard Costs				
4	1410 Administration	10,000	10,000	10,000	10,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	5,892	5,892	5,892	5,892
8	1440 Site Acquisition				
9	1450 Site Improvement	98,454	98,745	98,745	98,745
10	1460 Dwelling Structures	26,546	26,255	26,255	26,255
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	2,545.46	2,545.46	2,545.46	2,545.46
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service	22,703.54	22,703.54	22,703.54	22,703.54
	Amount of Annual Grant: (sum of lines.....)	168,641	168,641	168,641	168,641
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security --Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

7. Capital Fund Program Annual Statement/Performance and Evaluation Reports

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages									
PHA Name: Housing Authority of the Borough of Highlands		Grant Type and Number Capital Fund Program Grant No: NJ39-P041050104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Revision #1	Revision # 2	Obligated	Expended	
HA-Wide	Upgrade Computer Software		1408		0	-	-	-	
	Commissioner Training		1408		2,500	2,500	2,500	2,500	
	Program Administration		1410		10,000	10,000	10,000	10,000	
	Architectural & Engineering Services		1430		5,892	5,892	5,892	5,892	
	Site Improvements		1450		0	-	-	-	
	Upgrade Computer Hardware		1475		2,545.46	2,545.46	2,545.46	2,545.46	
	Debt Service for NJHMFA Series 2004 Bonds		1501		22,703.54	22,703.54	22,703.54	22,703.54	
NJ41-1	Replace Entrance Doors and Storm Doors		1460		0	-	-	-	
Jennie Parker Manor									
NJ41-2	Retaining Wall and Site Improvements		1450		98,745	98,745	98,745	98,745	
Ptak Towers	Upgrade Public Restrooms		1460		0	-	-	-	
	Renovate Apartment Kitchens		1460		26,255	26,255	26,255	26,255	

7. Capital Fund Program Annual Statement/Performance and Evaluation Reports

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Housing Authority of the Borough of Highlands			Grant Type and Number Capital Fund Program No: NJ39-P041050104 Replacement Housing Factor No:			Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide	9/30/2006		9/30/2006	6/30/2008			
NJ41-1, Jennie Parker Manor	9/30/2006		9/30/2006	6/30/2008			
NJ41-2, Ptak Towers	9/30/2006		9/30/2006	6/30/2008			

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name Housing Authority of the Borough of Highlands				<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/ HA-Wide	Year 1 2007	Work Statement for Year 2 FFY Grant: 2009 PHA FY: 2009	Work Statement for Year 3 FFY Grant: 2010 PHA FY: 2010	Work Statement for Year 4 FFY Grant: 2011 PHA FY: 2011	Work Statement for Year 5 FFY Grant: 2012 PHA FY: 2012
	See Annual Statement				
NJ 41-1, Jennie Parker Manor			82,000		
NJ 41-2, Ptak Towers		82,000		82,000	82,000
HA-Wide		33,000	33,000	33,000	33,000
HA-Wide Debt Service		45,000	45,000	45,000	45,000
CFP Funds Listed for 5-year planning	160,000	160,000	160,000	160,000	160,000
Replacement Housing Factor Funds	0	0	0	0	

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : 2 FFY Grant: 2009 PHA FY: 2009			Activities for Year: 3 FFY Grant: 2010 PHA FY: 2010		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual	NJ 41-2	Renovate Elevators	82,000	NJ 41-1	Renovate Bathrooms	80,000
Statement	Ptak Towers			Jennie Parker Manor	Laundry Room Floor	2,000
	HA-Wide	Operations	5,000			
		Computer Software	1,000	HA-Wide	Operations	5,000
		Administration	16,000		Computer Software	1,000
		A/E Services	7,000		Administration	16,000
		Site Improvements	1,500		A/E Services	7,000
		Refrigerators & Stoves	1,500		Site Improvements	1,500
		Computer Hardware	1,000		Refrigerators & Stoves	1,500
					Computer Hardware	1,000
	HA-Wide	Interest and Principal	45,000			
	Debt Service	Payments of NJHMFAs		HA-Wide	Interest and Principal	45,000
		Series 2004 Bonds		Debt Service	Payments of NJHMFAs	
					Series 2004 Bonds	
Total CFP Estimated Cost			\$160,000			\$160,000

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part II: Supporting Pages—Work Activities					
Activities for Year : 4 FFY Grant: 2011 PHA FY: 2011			Activities for Year: 5 FFY Grant: 2012 PHA FY: 2012		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
NJ 41-2	Replace Boilers	82,000	NJ 41-2	Replace Boilers	75,000
Ptak Towers	(Partial Cost)		Ptak Towers	(Partial Cost)	
				Replace Carpeting	2,000
HA-Wide	Operations	5,000		Common Area Furniture	5,000
	Computer Software	1,000			
	Administration	16,000	HA-Wide	Operations	5,000
	A/E Services	7,000		Computer Software	1,000
	Site Improvements	1,500		Administration	16,000
	Refrigerators & Stoves	1,500		A/E Services	7,000
	Computer Hardware	1,000		Site Improvements	1,500
				Refrigerators & Stoves	1,500
HA-Wide	Interest and Principal	45,000		Computer Hardware	1,000
Debt Service	Payments of NJHMF A				
	Series 2004 Bonds		HA-Wide	Interest and Principal	45,000
			Debt Service	Payments of NJHMF A	
				Series 2004 Bonds	
Total CFP Estimated Cost		\$160,000			\$160,000

9. Report on Comments Received During the Advisory Process

To develop the Annual Plan for the fiscal year July 1, 2008 to June, 2009, the Housing Authority convened a public meeting on January 28, 2008, inviting Authority Commissioners, staff members, representatives from Borough agencies, and residents from both of its public housing developments.

The draft plans developed by the Planning Group were made available to residents and other interested parties for review following the meeting. The plans and related documents were available for inspection at the Authority's main administrative office.

A public hearing was held April 9, 2008. Public notice of this hearing was published in a newspaper of general circulation, the Asbury Park Press, not later than 45 days prior to the date of the hearing.

The following comments were received in the course of the public advisory process.

Comment: The elevators in Ptak Towers have experienced frequent breakdowns recently. The elevators need to be renovated or replaced.

Housing Authority Response: The work item, elevator renovation at Ptak Towers, was included in the Capital Fund Program Five-Year Plan in Year 2 (2009). In response to the comments concerning the condition of the elevators, this work item was shifted to Years 1 and 2 (2008 and 2009). Architectural and engineering services for the elevator renovations were also added in Year 1.

Comment: There is a lack of hot water in Ptak Towers.

HA Response: These comments were made at the Planning Group meeting. The problem was caused by a breakdown in the hot water circulating pump. The Authority was aware of the problem and had requested its plumbing maintenance contactor to repair or replace the pump. A replacement pump was on order at the time of the meeting. The problem has since been corrected.

Comment: The Housing Authority should have additional security cameras installed at Jennie Parker Manor.

HA Response: This work item has been added to the CFP Plan, in Year 1.

Comment: Last year, we eliminated the work item carpeting replacement at Ptak Towers to make funding available for elevator renovation instead. When will carpeting replacement be undertaken.

HA Response: This work item is included in the CFP Plan in Year 5.

Comment: The laundry room floor at Jennie Parker Manor is in poor condition and should be replaced or refinished.

9. Report on Comments Received During the Advisory Process

HA Response: This work item was added to the CFP Plan in Year 3.

Comment: The common area furniture in Ptak Towers should be replaced.

HA Response: This work item was added in the CFP Plan in Year 5.

Comment: The Housing Authority should provide fire extinguishers in all units.

HA Response: The fire code does not require that fire extinguishers be provided in individual dwelling units. The Housing Authority maintains extinguishers in common areas as required by code. Purchase and annual inspection and maintenance of the large number of fire extinguishers needed for each apartment would place a substantial burden on the Authority's available CFP grant funds and its operating budget. The Authority does not have the resources available to provide fire extinguishers for individual units and does not believe that provision of extinguishers would increase resident safety. The Authority advises that, in the event of a fire, residents should exit their units as quickly as possible and not attempt to fight the fire themselves.

Comment: The resource room at Jennie Parker Manor should be used for child care or after-school programs.

HA Response: The Authority does not have the resources available to operate such programs, but would be open to proposals made for the use of this room. Detailed proposals, including a source of funding, should be presented in writing to the Board of Commissioners for consideration.

Comment: There is not sufficient space provided at Ptak Towers to dispose of recyclable trash. The Authority should pick up recyclables more frequently, or increase facilities for storage.

HA Response: The Authority does not have the resources available to provide for more frequent pick-ups. The Authority is negotiating with the Borough to make a vacant lot adjacent to Ptak Towers available for the storage of its trash dumpsters. If this effort is successful, the Authority would be able to increase the number of parking spaces at Ptak Towers as well as its trash storage capacity.

Comment: The air conditioner condenser At Ptak Towers is not operational.

HA Response: This work item has been added to the CFP Plan, in Year 1.

Comment: Guard rails should be installed along Route 36, next to Jennie Parker Manor.

HA Response: The Housing Authority does not have the jurisdictional power to make improvements to State highways.

9. Report on Comments Received During the Advisory Process

Comment: Additional parking spaces are needed at Jennie Parker Manor.

HA Response: The Housing Authority recognizes that there is a shortage of parking at this housing development. A work item for site improvements at Jennie Parker Manor is included in the CFP Annual Statement and the Five-Year Plan, although the amounts budgeted are not adequate to provide for paving of additional parking areas. If more CFP funds become available after accomplishing other work items, or from other funding sources, the Authority may consider undertaking provision of additional parking.